

DEPARTMENT OF GENERAL SERVICES
PRE-BID MEETING MINUTES

DATE & TIME: May 5, 2020 10:00 a.m.

DGS PROJECT NO. S-000-200-003 (SBR)

PROJECT TITLE/ LOCATION: 6645 & 6651 Cottage Demolition
Springfield Hospital Center
6651 Main St. Springfield Hospital Campus (Entrance A)
Sykesville, MD 21784 (Carroll County)

SUBJECT: Pre-Bid Meeting

ATTENDANCE: See Attached Sign-In Sheet

PROJECT COST CLASSIFICATION – “A”

PROCUREMENT SOURCE SELECTION: Written Bids COMAR 21.05.02 (Contract award to Responsive and Responsible Bidder who submits the Lowest Total Bid price.

CALENDAR DAYS TO COMPLETE THE PROJECT: 60 days

LIQUIDATED DAMAGES: \$250.00 per day

PROCUREMENT OFFICER: Keon Pompey, Email: keon.pompey@maryland.gov.
DGS PROJECT MANAGER: Rob Andalora, Email: Rob.Andalora@maryland.gov.
A/E REPRESENTATIVE: N/A

“Minority Business Enterprises are encouraged to respond to this Solicitation Notice”

Overview

The purpose of this meeting was to provide a basic overview and to answer any questions from potential bidding contractors regarding this project. The following items represent a general overview of the meeting.

DGS Project Manager explained the bidding process to include: Procurement Officer, Bid Due Date, Small Business Reserve solicitation only. Project Number & Name, Bidder’s Inquires date, Bond requirement and Liquidated Damages. The DGS Project Manager opened discussion on the bidding process to the attendees, and all the attendees were clear on the procurement process.

The DGS Project Manager provided a detail description of the project scope during pre-bid. Mr. Andalora opened discussion of the project scope to the attendees, and all the attendees were clear on the logistics of the scope with the exception of the forth coming questions.

The attendees conducted a site walk through in order for the contractor's to survey the scope of work and to ask any additional questions.

Questions and Answers:

1. Is the pre bid on 5/5/2020 mandatory?

Answer: No, please refer to the project specification section "V. SITE INSPECTION:"

2. Is this a prevailing wages job?

Answer: This is not a prevailing wage project.

3. Do we need to have a MHIC?

Answer: The Contractor must be licensed as required by Title 17, Subtitle 6 or Title 8 of the Business Regulation Article, Annotated Code of Maryland. Please refer to the project specification section "VI. QUALITY ASSURANCE:". Please note "THIS IS A SMALL BUSINESS RESERVE (SBR) ONLY SOLICITATION". Your company must be a qualified "Small Business" at time of award.

4. Does this require a bid bond and if so, how much?

Answer: Please refer to the "NOTICE TO BIDDERS".

H. The following bonds are required if the Contract Amount, including Unit Prices, Allowances and Alternates as applicable, is in excess of \$100,000.00.

- 1) Bid Bond in the amount of 5%
- 2) Payment and Performance Bonds in the amount of 100%

5. Is there a hazmat survey for these two structures, or should we carry an allowance for testing of potential ACMs in our bid?

Answer: A hazmat survey has not been done. Health and safety requirements of the project to be adhered to by Contractor. If existing Asbestos and Asbestos containing materials are present, Contractor shall comply with 29 CFR 1926.1101 and applicable State and local regulations; complete removal as required. If existing Lead-Based paint is present, Contractor shall comply with 29 CFR 1926.62 and applicable State and local regulations; complete removal as required.

Question Deadline – The deadline for questions has been established as May 13, 2020 at 11:00 am.

All questions must be via e-mail to Mr. Keon Pompey at keon.pompey@maryland.gov.

Note: Please copy Rob Andalaria Project Manager on all question submissions at Rob.Andalaria@maryland.gov.